



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

March 10, 2023

UNNUMBERED MEMORANDUM
Series 2023

RENDERING OVERTIME SERVICES

To: **EDUARDO D. BALILI, Job Order**

1. In the exigency of the service you are hereby requested to report to the Division Office on Saturday, March 11, 2023 from 8:00 am to 12:00 noon to clean the dusty Division Training Hall caused by the replacement of damage floor tiles.
2. Payment of overtime services for Job Order personnel, is based on Deped Order No. 30, s. 2016 re: "Policies and guidelines on Overtime Services and Payment in the Department of Education". CS Form 48 (DTR) should be submitted to Ms. Adda Liza J. Saquin, AO IV (Personnel) for payroll preparation not later than April 1, 2023.
3. For information and guidance.

JEAN C. VELOSO
Schools Division Superintendent



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ASENSO OZAMIZ!